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SCIENCE & TECHNOLOGY DEPARTMENT

RESOLUTION

The 14th November, 2025

Sub: Guidelines for Research & Development Grant (In the Identified areas of Biotechnology)

1. Introduction

The Biotechnology Cell, Science & Technology Department (S&T Dept.), Government of Odisha makes every effort to promote cutting-edge research in emerging areas of Biotechnology. The basic aim of the programme is to encourage academicians, scientists working in Odisha to undertake action research and development (R&D) projects on issues and problems of societal and industrial relevance.

2. Objectives: The R&D Grant Scheme aims to:

- 2.1.** Promote scientific research and innovation in priority areas.
- 2.2.** Encourage development of indigenous technologies with potential for commercialization.
- 2.3.** Support researchers, institutions, and industries engaged in solving local, regional, and national challenges.
- 2.4.** Development of viable technology/technique/product/process with possibility of lab-to-land, lab-to-industry, and lab-to-society transfer, adaptation and scaling up for the benefit of society and industry under following identified broad thematic areas of Biotechnology.

3. Priority Thematic Areas

Research and development projects in Biotechnology shall identify and select a specific subject area/technology/innovation to work upon. In some cases, the R&D projects may work on more than one area that are inherently allied, e.g.

- 3.1.** Agriculture and Food

- 3.2.** Animal and Plant
- 3.3.** Aquatic and Marine
- 3.4.** Biomedical and Biopharmaceutical
- 3.5.** Biosensors and Biomedical Devices
- 3.6.** Molecular and Genetic diagnostic
- 3.7.** Genetic Engineering and Gene Editing
- 3.8.** Biofuel and Bioenergy
- 3.9.** Bioinformatics and multi-omics
- 3.10.** Environment and Forest
- 3.11.** Mining and Mineral
- 3.12.** Microbial and Industrial

N.B: These areas are suggestive but are not restricted.

4. Inviting project proposals:

The Biotechnology Cell of the S&T Dept., Government of Odisha will invite applications online/off-line. It could be through advertisement in newspapers and/or on-line through the website of the Department. The format of application and the guidelines shall be available in its website: <https://st.odisha.gov.in>.

5. Who can apply:

- 5.1.** Faculty members, scientists, or researchers with proven track record in relevant fields working in Government Recognized/ State enacted Universities, Colleges, Research laboratories, R&D organizations.
- 5.2.** The applicant(s) (PIs and Co-PIs) needs to hold a Ph.D. degree/M.D. / M.S. / M.D.S. / M. V.Sc. in the concerned subject with regular academic, research position in a recognized academic institution or National Research Laboratory or in any other recognized research organization in Odisha.
- 5.3.** In general, PI and Co-PIs should have at least four years of official service remaining at the time of submission of proposals (for purposes of computation, the last date for submission of proposals will be taken).
- 5.4.** Proposals from applicants belonging to National Laboratories/Research Institutions, operating in Odisha should be in-line with the mandated research work of the lab/institution. (A certificate duly authorized by the Head of the Institution should be submitted along with the proposal).

- 5.5. The Institute should have well established research facilities as well as a core faculty with expertise in the relevant area.
- 5.6. The host Institute should have a proven track record of skill training and academic excellence or cutting-edge research in the Biotechnology sector, as indicated by publications, research projects, consultancy assignments and should have a close industry connect.
- 5.7. The host Institute should have required infrastructure, competent technical and non-technical manpower and latest tools & equipment to conduct different stated activities.

6. Submission of Proposal:

- 6.1. Principal Investigator needs to submit two (02) copies of Project Proposal/application, with an electronic copy of the proposal in MS Word file and PDF file along with all necessary enclosures.
- 6.2. The Proposal should be prepared and submitted strictly as per the prescribed format.
- 6.3. The applications through proper channel must reach by due date for submission and no correspondences in this regard will be entertained.
- 6.4. The applications submitted other than through proper channel shall be rejected. The detailed project proposal to be submitted as per **Annexure-I**.

7. Nature & Duration of Support:

- 7.1. The funding is provided for a period of three years. The quantum of assistance for such project will be maximum **₹30 lakh (Thirty Lakh)** over the project period of three years duration.
- 7.2. The effective date of implementation of the research project will be from the date of release of 1st installment of funds.
- 7.3. The S&T Dept. will provide financial assistance to maximum up to **10 (ten) projects** in a year.

Financial Assistance: The S&T Dept. will provide financial support for the item as follows:

I. Non-Recurring Grants

Equipment: The equipment grants may be utilized to procure the essential equipment needed for the proposed research work (not available in the host institute) with due recommendation of the PERC (Project Evaluation & Review Committee) and following the due procurement procedure of the host institute.

II. Recurring Grants

- a) **Manpower**-Project Fellow: The Project Fellow engaged in the project shall be eligible for a consolidated monthly fellowship of **₹30,000/-** during the project period. The minimum qualification for the Project Fellows will be MSc in the concerned subject.
- b) **Hiring Services**- Specialized works such as sample analysis, computation, etc.
- c) **Contingencies**- Advertisement, selection of manpower, spares of apparatus, photocopies, videography, typing, stationary, postage, documentation and printing, audit fee needed for the project, fees/charges paid to other institutes/labs for investigation/testing, publication charges of the research papers etc.
- d) **Chemicals, Consumables, R&D set up**- To meet expenditure on chemicals, glassware and other consumable items.
- e) **Travel and Field work**- R&D project related travels, hiring of services for data collection, presentation of research papers generated out of this project other than the place of research (within India). However, the PI may separately apply for the partial financial assistance-travel grant of S&T Department for oral presentation of the research paper inside and outside the State/Country.

III. Re-appropriation of the Budget: Re-appropriation (other than manpower) can only be made with justification and after due approval of the PERC of the S&T Dept.

IV. Inventory: The equipment procured under the project must be stock recorded and deposited to the institution where the research is being carried out. After the completion of the project, the equipment procured will be treated as institutional property. The institution should make every effort to put all the equipment available in the laboratories to effective use. The institute should allow internal and external researchers to use the equipment and facility created out of funding from S&T Department.

8. Screening & Selection:

- 8.1.** The proposals complete in all respect received through proper channel and within the deadline only will be considered.
- 8.2.** Proposals submitted must be original in ideation and content. Plagiarism in any form will not be acceptable.

- 8.3.** In case the applications are large in number, the proposals will be scrutinized and short listed by a **Screening Committee** consisting of subject experts constituted by the Director, Biotechnology. The screening committee can review the project proposals in online, or offline mode.
- 8.4.** Shortlisting will be done based on the most relevant proposals on the basis of Problem Statement relevant to Odisha and its immediate societal and/or industrial applications/commercial potential and end use deliverables/outputs clearly and specifically indicated in the proposal.
- 8.5.** The PIs of the shortlisted proposals will be invited to present and defend their research proposals before the **Project Evaluation & Review Committee (PERC)** chaired by the Director, Biotechnology. PERC will comprise of experts depending on the nature of the proposal received.

Composition of PERC:

1	Director	Chairperson
2	Representatives of relevant Govt. Departments/ Organizations	Member/s
3	Subject Experts (Academic/ Research Institutes/ Industry/ Eminent individuals)	Member/s
4	Deputy Director (Technical), Biotechnology	Member Convenor

- 8.6.** S & T Dept. will not bear any TA/DA of PIs for attending the Expert/Review committee meeting.
- 8.7.** The final decision and approval of the proposals will be taken by the Secretary, S&T Dept. based on the recommendation made by the PERC and availability of funds.
- 8.8.** Each project will be assigned a Unique Identification No. in the format of YYYY/S&T/BT/R&D/XXXX for ease of project management and monitoring.

9. Procedure for Release of Grants:

- 9.1.** The grant will be released on-line to the competent authority authorized by the institute as mentioned in the application, who will also be responsible for timely submission of UCs.
- 9.2.** The grant will be released in two instalments over the three years of period. The first installment of the grant shall comprise of 100% of the non-recurring grant and 50% of the total recurring grant.

- 9.3.** The second installment will be released based on the recommendation of the PERC subject to submission of Progress Report, Statement of Expenditure (SoE) and Utilization Certificate (UC) in OGFR- 7 (Annexure IV) of Government of Odisha.
- 9.4.** A separate bank account, as specified by Finance Department, Govt. of Odisha needs to be opened for the sanctioned grant for proper audit of the fund.
- 9.5.** The Institute should take utmost care to release the fund to the PI within 15 days of the receipt of the fund.
- 9.6.** Money receipt should be submitted by the Registrar/ Principal/ Director/ Comptroller Finance/CEO of the Institute within 15 days of receipt of fund and an acknowledgement should be submitted by the Principal Investigator following the release of funds by the Registrar/Principal/Director/Comptroller of Finance/CEO of the Institute.
- 9.7.** The PI must submit the Progress Report, UC and SoE within 30 days of the end of each financial year. The final UC is to be submitted on closure of the project.
- 9.8.** The Institute will authenticate procurement of all kinds of goods and services required for the project out of the grants sanctioned /released by S&T Department for the project.

10. Evaluation and Monitoring:

- 10.1.** The progress and performance of the project will be evaluated once in each year during the project tenure.
- 10.2.** The PI/ Co-PI will present the progress of the project before the PERC at the end of each year or as and when necessary.
- 10.3.** Director, Biotechnology, S & T Department along with some expert members may visit the grantee institution once in each year/as and when necessary for review of the progress of the sanctioned project.

11. General Terms and Condition:

- 11.1.** Priority must be given for IP (Intellectual Property) generation over publication.
- 11.2.** In all research publication & IP generation out of the project, the funding agency (S&T Dept., Govt. of Odisha) must be acknowledged.
- 11.3.** Even after the approval or selection of the project, the funds will be released only after obtaining valid ethical approval from all the concerned departments

and institutional committees, as applicable.

- 11.4.** The Project Fellow will be engaged by following a transparent procedure. The Project Fellow engaged in the project may be enrolled for Ph.D. The data generated and the results obtained out of the project may be incorporated by the Project Fellow in her/his thesis with concurrence of the PI/Co-PI.
- 11.5.** The Grantees of the R&D projects of S&T Dept. should adopt the Scientific Social Responsibility (SSR) Policy of Science and Engineering Research Board (SERB), under DST, GoI, to imbibe a culture of social commitment.
- 11.6.** The scientific infrastructure and expertise created out of the project fund should be utilized for the benefit other S&T stakeholders especially the less endowed researchers and the society.
- 11.7.** If the Principal Investigator/Co-PI fails to complete the Project, s/he must refund the entire amount sanctioned along with simple interest at the prevalent rate to the Director, Biotechnology. To this effect, an undertaking by the PI countersigned by the Registrar or any competent authority is to be submitted at the time of application.
- 11.8.** After completion of the project period the PI of the project needs to submit,
 - a) the final Project Report (2 copies) including copy/(s) of the research publications, IP generated (if any), product generated etc.
 - b) Consolidated SoE as per the approved budget estimate, Audit Report and UC for the amount utilized towards the project with seal and signature by Finance Officer, Internal Auditor/Chartered Accountant, as well as the Principal Investigator.
- 11.9.** The unutilized grant including any savings or interest accrued would be refunded immediately through a demand draft drawn in favor of the Director (Biotechnology), Science & Technology Department, 7th Floor, Kharavel Bhawan, Government of Odisha, payable at Bhubaneswar.
- 11.10.** It is mandatory to post the abstract, executive summary of the research report, research documents, monographs, patents, academic papers produced under the project on the website of the University/Institution/College and, submit soft copies of these documents for posting in S&T Department website at the time of submission of the final report.
- 11.11.** A project completion certificate will be issued to the PI/CO-PI after receipt of all relevant documents and recommendation from the PERC.

- 11.12.** The S&T Dept. reserves rights to reject any or all the research project proposals without assigning any reasons thereof.
- 11.13.** The S&T Dept., Government of Odisha reserves the right to amend the guidelines. The decision of the competent authority shall be final, and no individual/ institution can go for any legal or other remedy against the decision of the competent authority.

By Order of the Governor
CHITHRA ARUMUGAM
Principal Secretary to Government

**PROFORMA FOR SUBMISSION OF RESEARCH AND DEVELOPMENT
PROJECT PROPOSALS FOR FUNDING SUPPORT BY S&T
DEPARTMENT, ODISHA
(To be filled by the applicant)**

1.	Name of the University/Institute/ Organization submitting the project proposal	
2.	Status of the Institute	
3.	Focus Area of the R&D project	
4.	Principal Investigator <i>(with all the details: designation, phone, e-mail, cell-numbers details and a short CV)</i>	
5.	Project Title and Executive Summary	
6.	Novelty and relevance of the proposed R&D with reference to the existing state-of the-art knowledge in literature. <i>(with recent references)</i>	
7.	Aims and Targeted Objectives of the proposed project.	
8.	Relevance of the project, especially in the context of Odisha (500 words)	
9.	Research and implementation gaps	
10.	Brief outline of the methodology, time schedules and target milestones to achieve each of the objectives/deliverables <i>(inter- institutional or industrial links, if any, may also be highlighted)</i>	
11.	R & D work on the proposed research topics already done by the investigator(s) <i>(with published</i>	

	references to demonstrate their ability to carry out the proposed research work)						
12.	Total Budget Proposed (not more than three years)	S.No.	Item of Expenditure	1 st Year	2 nd Year	3 rd Year	Total
		A	Non-Recurring				
		1.	R & D equipment				
		2.					
			Total A				
		B	Recurring				
		1.	Manpower				
		2.	Travel				
		3.	Other Cost (Out sourcing, analytical services, Testing etc)				
		4.	Contingency (Publication, Patent, Promotion, Marketing etc)				
		5.	Outreach (Awareness, Networking and Training Programmes)				
		6.	Consumables (Glassware. Lab)				
		7.	Miscellaneous				
			Total B				
			G. Total (A +B)				
		N.B.: Justifications for the Budget (Head wise). It can attach in separate page.					
13.	Expected Deliverable	S.No.	Outcomes	1 st Year	2 nd Year	3 rd Year	Total
		1	No. of new products/technologies to be developed				
		2.	No. of new products/technologies/ innovations to be commercialized				
		3.	No. of Patents to be a. filed				
			b. issued				
		4.	No. of Publications				
		5.	No. of training programmes to be				

			conducted					
		6.	No. of conferences/ seminars/ workshops to be organized					
		7.	Other notable services to be provided (<i>bio-economy, environmental impact, social impact, and any others</i>)					
N.B.: Can be attached as a separate page.								
14.	Existing equipment facilities in the host institute. (to be provided in a separate sheet)							
15.	No. of Projects received by the PI/Co-PI from S&T Dept. Govt. of Odisha in the last 5 years. Details to be submitted in a tabular format.		Year of sanction	Title	Name of PI /Co-PI	Amount Sanctioned	Current Status	
16.	Number of projects received by the PI/Co-PI from external agencies in last 5 years.		Year of sanction	Details of the Funding Agency	Title of the Project	Amount Sanctioned	Current Status	
17.	List of 5 experts and contact details in India and Odisha in the proposed area of research							

Date:

Signature of PI

Place:

With Stamp

DECLARATION / CERTIFICATION

It is certified that

1. The subject/field research work proposed in the scheme/ project does not in any way duplicate the work already done or being carried out elsewhere on the subject or proposal pending for funding, by any other agency/ organization/ institution/ Government.
2. The same/similar project has not been submitted by the Investigator(s) to any other agency/organization/institution/Government for financial support.
3. Necessary steps will be taken by the organization for timely implementation of the project effectively in anticipation of the sanction of the scheme /project.
4. If the project involves the utilization of genetically engineered organism, it is agreed that we will ensure that an application will be submitted through our Institution Bio-safety Committee and we will declare that while conducting experiments the Bio-safety guidelines of Govt. of India would be followed in to-to.
5. If the project involves field trials/ experiments/exchange of specimens etc., we will ensure that ethical clearances would be taken from concerned ethical committees/competent authorities and the same would be conveyed to the funding agency before implementing the project.
6. I/We agree to accept the terms and conditions as enclosed in **Annexure-III**.
7. Necessary steps will be taken for publication of the research out-put of the project in reputed national and international indexed research journals.
8. Necessary steps will be taken for Patent filing, Product formulation, Industry connect and Commercialization of the output.
9. Steps will be taken for tie up with industry or any other stakeholder (end user) for products and/or processes expected (output & deliverables) of the project. If the output /deliverables are expected for societal benefit, a consultation process must be developed for discussion and feedback from problem/issues identification level till end use application level.
10. The organization agrees that the procurement, equipment, other basic facilities and such other administrative facilities as approved for the project, will be extended to PI/Co-PI and the Project Fellow throughout the duration of the project.
11. The organization assumes to undertake the financial and other management responsibilities of the project.

Signature of PI

Signature of Co-PI

**Signature of Executive Authority
of the institute/university with seal date**

TERMS AND CONDITIONS OF THE GRANT
(To be signed and enclosed with the proforma)

1. Approval of the research proposal and grant released would be for the specific project proposal submitted as per Annexure-I, and be exclusively spent on the project for which it has been sanctioned within the project period unless granted extension by the funding agency.
2. The Institute is permitted to source additional funds from any other organization (Government/Non-Government) over and above the fund sanctioned by S&T Department, for fulfillment of objectives of his/her research project. However, it shall be ensured that the current project funds of S & T department are maintained in an exclusive bank account.
3. Any savings or interest accrued would be surrendered to the Dept. through an account payee demand draft drawn in favour of the 'Director, Biotechnology, S&T Dept.'
4. Carry forward the unutilized funds to the next financial year within the project period for the purpose it was released, under prior intimation to the S&T Dept.
5. All the assets acquired from the grant will be the property of Government of Odisha and shall not, without the prior sanction of the S&T Dept., be disposed off or encumbered or utilized for purpose other than that for which it has been sanctioned.
6. In absence of PI, the implementing Institute /HoD/Co-PI/ Executive Authority, will make necessary arrangement to furnish progress report of work on the project every year.
7. On completion of the project, two copies including soft copies of consolidated report of the work done on the research project will be submitted to the S&T Dept.
8. The Principal Investigator/Co-PI/Executive Authority will furnish to the S&T Dept. the Audit Report, UC and SoE (as per **OGFR 7A, Annexure-IV**) duly signed by the P.I., the Head of the Institute and the Head of the Finance wing, pertaining to the grant at the end of the each financial year as well as consolidated statement of expenditure at the end of the project. The Principal Investigator/Institute will furnish an audited SoE to S&T Dept.
9. A stamped money receipt needs to be sent to the S&T Dept. on receipt of the Cheque / Demand draft/ on-line transfer of funds towards each release.
10. The Accountant General, Odisha at his discretion shall have the right of access to the books and accounts of the Institute for the grant received from the Government.
11. The Institute will maintain separate audited account for the project. Interest accrued shall be reported to the S&T Dept. and refunded as per procedure.
12. Sale proceeds, if any, as a result of the development of the project arising directly

from funds granted by the S&T Dept., shall be reported to the Government of Odisha. The Government of Odisha may at its discretion allow the whole or a portion of such receipt to be retained by the Institute for its utilization for the project activities.

13. Investigators / Institutes wishing to publish papers based on the research work done under S&T Dept. project shall acknowledge the financial support received from the S&T Dept.
14. Investigators / Institutes may file patents on priority basis as per the detailed guidelines issued by the institute (may take help of S&T Department if no guidelines are issued) under prior intimation to S&T Department.
15. The Government of Odisha (S&T Dept.) will have the right to call for drawings, specifications and other data necessary to enable the transfer of know how to other parties and the Institute shall supply all the needed information at the request of the S&T Dept..
16. The Institute shall not entrust the implementation of the work for which the grant is being sanctioned to another Institution and divert the grant receipts as assistance to the latter Institution. In case the Grantee is not in a position to execute or complete the project, it shall refund forthwith to the Government of Odisha (S&T Dept.) the entire amount of grant received by it.
17. The human resources who may be engaged for the project by the Institute will not be treated as employees of the Government of Odisha and deployment of such human resource at the time of completion or termination of project will not be the concern of S&T Department.
18. The S & T Dept. reserves the right to terminate the grant at any stage and also to recover the amounts already paid, if it is convinced that the grant has not been properly utilized. The Institute shall also refund the unspent balance, if any.
19. The S&T Dept., Government of Odisha reserves the right to amend the guidelines. The decision of the competent authority shall be final, and nobody/ individual can go for any legal or other remedy against the decision of the competent authority.
20. The project will become operative with effect from the date of release of the first installment for the project.
21. If the Investigator to whom a grant for a project has been sanctioned leaves the Institution where the project is being implemented, he/she shall submit five copies (also soft copies) of detailed report of the work done by him/her for the project and the money spent till the date and shall refund the unspent balance, if any.

Signature of PI

Signature of Co-PI

Signature of Executive Authority

Annexure-IV**FORM O.G.F.R.-7 (A)
(See Rule 172)****FORM OF UTILIZATION CERTIFICATE FOR THE YEAR 20.....**

I hereby certify that the grant at my disposal/at the disposal of-----, in the year 20-----

and the amount available for expenditure during the said year were as follows:

1. (a) Unspent balance at the end of the year 20-- :

(b) Grant received during the year 20----- :

TOTAL :

2. (a) Expenditure during the year 20----- :

(i) Out of the unspent balance as in(a) above :

(ii) Out of grant referred to in(b)above :

TOTAL :

(b) Unspent balance at the end of the year :

3. I further certify that the expenditure of Rs. ----- (Rupees) only shown as expenditure in the year 20.... under my charge within the jurisdiction and a sum of Rs. _____ (Rs. _____) only shown as balance at the end of the year 20.... and no part has been diverted to other purpose.

4. I further certify that a list of works on which the expenditure of Rs. ----- (Rs. -----) only has been incurred and the amount spent on each has been prepared and is maintained in my office (office of the)

**Signature of PI
Officer**

Signature of Finance

(Executive Authority)